



Minutes

Local Emergency Management Committee Meeting Thursday 11 September 2025

Date	Thursday 11 September 2025
Time	2.30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Monday 22 September 2025



Notice of Meeting

Please be informed the Local Emergency Management Committee Meeting of the Shire of Wickepin has been held at 2.30pm on Thursday 11 September 2025 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

David Burton
Chief Executive Officer
5 September 2025

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council/committee meetings or during formal/informal conversations with staff. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council/committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wickepin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns that anyone who has an application lodged with the Shire of Wickepin must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

Contents

1	Declaration of Opening	5
2	Attendance	5
2.1	Present	5
2.2	Apologies	5
3	Declarations of Members and Officers Interest	5
4	Confirmation of Minutes of Previous Meetings	6
4.1	Minutes of the Local Emergency Management Committee Meeting held on Monday 13 th May 2024.	6
5	LEMC Contact Details.	6
6	Local Emergency Management Arrangements, Strategies and Plans	7
6.1	Review of Local Emergency Management Arrangements	7
7	Post – Incident Reports	9
8	Post – Exercise Reports	9
9	Funding Nominations and Application Process	9
10	Status Report	9
11	Reports and Information	9
11.1	Shire of Wickepin.....	9
11.2	DFES Report	9
11.3	Other Agency Reports	9
11.4	Other matters raised by members.....	9
12	Closure	9

1 Declaration of Opening

The Presiding Member declared the meeting open at 2.39pm.

2 Attendance

J Russell	Shire President – Presiding Member
P Milne	OIC – Wickepin Police
A Spencer	Wickepin Police
C Powis	District Emergency Management Advisor
V Gardiner	District Emergency Management Advisor
A Keeling	Consultant – Shire of Wickepin
G Manton	Chair – St John’s Ambulance
G Stevens	DFES District Officer
S Pellant	Narrogin Hospital

Employees

David Burton	Chief Executive Officer
G Cross	Manager of Works
J Harvey	Executive Services Officer

2.1 Present

2.2 Apologies

H Herd	Principal – Wickepin Primary School
M Davies	Wheatbelt Regional Manager – DBCA
B Dew	Western Power
T Russell	Deputy Chief Bush Fire Control Officer
S Harris	Area Officer Narrogin East - DFES
T Russell	Deputy Chief Bushfire Control Officer
L Lansdell	Chief Bushfire Control Officer
T Astbury	Facey Group
C Doney	Vice Chair – St John’s Ambulance
J Menasse	Manager of Operations – Narrogin Hospital
M Phillips	Regional Coordinator – Wheatbelt – Dept of Communities
J Spadaccini	Regional Officer – Wheatbelt – Dept of Communities
D Cook	Director of Education – Wheatbelt – Dept of Education
Y Harrison	Coordinator – Regional Services – Dept of Education
T Peplow	Operations Manager – Narrogin – Water Corporation
L Sparks	Principal – Yealering Primary School

3 Declarations of Members and Officers Interest

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed – Nil

4 Confirmation of Minutes of Previous Meetings

4.1 Minutes of the Local Emergency Management Committee Meeting held on Monday 13th May 2024.

Officer Recommendation

That the Minutes of the Local Emergency Management Committee Meeting held on Monday 13th May 2024, as included in the attachments, as a true and accurate record.

Committee Decision

That the Minutes of the Local Emergency Management Committee Meeting held on Monday 13th May 2024, as included in the attachments, as a true and accurate record.

Moved J Russell

Seconded A Keeling

Carried 8/0

5 LEMC Contact Details.

Refer to **Attachment 6.1.2** Local Contacts and Resource Register.

Note – amendments to be sent to ESO before 25th September 2025.

Presiding Member J Russell left chambers at 3.15pm

Chair given to D Burton

6 Local Emergency Management Arrangements, Strategies and Plans

6.1 Review of Local Emergency Management Arrangements

Submission to	Local Emergency Management Committee
Location / Address	Shire of Wickepin, 77 Wogolin Road, Wickepin
Name of Applicant	-
File Reference	ES.MEE.905
Author	<u>D Burton - T Clyne</u> – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	<u>2 September 2025</u> 24 October 2023
Attachments	Attachment 6.1.1 – 1. LEMC Contact List Attachment 6.1.2 – 2. Local Contacts and Resource Register Attachment 6.1.3 – 3. Emergency Evacuation Plan Attachment 6.1.4 – 4. Recovery Plan 2025 Attachment 6.1.5 – 5. Local Emergency Management Arrangement 2025 (if available)

Summary

The LEMC Committee is being requested to accept the revised documents listed below:

1. LEMC Contact Details 2025~~2023~~ – Refer **Attachment 6.1.1**
2. Shire of Wickepin Local Contact and Resource Register – Refer **Attachment 6.1.2**
3. Emergency Evacuation Plan – Refer **Attachment 6.1.3**
4. Recovery Plan 2025 - Refer **Attachment 6.1.4**
5. Local Emergency Management Arrangements 2025 (if available) – Refer **Attachment 6.1.5**

Background

The Chief Executive Officer has updated all documents as of 1st September 2025, or is providing the documents for review by the Committee.

Due to the separation of the Shire of Wickepin from the joint LEMC with Cuballing, all documentation has to be reviewed to reflect the changes

Comments

The Chief Executive Officer is satisfied with all the updated/amended documents and contacted all members listed within the Local Contacts and Resource Register, requesting any changes.

The Local Emergency Management Arrangement is currently being finalised, but needs to be updated with information from the Emergency Evacuation Plan and Recovery Plan.

Voting Requirement

Simple majority

Officer Recommendation

That the Local Emergency Management Committee accept all revised documents and endorse the following –

1. *Local Contact and Resource Register*
2. *Emergency Evacuation Plan 2025*
3. *Recovery Plan 2025*

Committee Decision

That the Local Emergency Management Committee accepts the amended documents to be updated by the 25th September 2025 –

1. *Local Contact and Resource Register*
2. *Emergency Evacuation Plan 2025*
3. *Recovery Plan 2025*

Moved P Milne

Seconded G Manton

Carried 7/0

7 Post – Incident Reports

Nil

8 Post – Exercise Reports

Nil

9 Funding Nominations and Application Process

Funding has been received for the documentation process currently being undertaken.
AWARE funding – Current documentation is progressing.

10 Status Report

Nil.

11 Reports and Information

11.1 Shire of Wickepin

Nil.

11.2 DFES Report

Refer to **attachment 11.2.1** for the District Emergency Management Advisor report.
Refer to **attachment 11.2.2** for the Area Officer Narrogin East Report.

11.3 Other Agency Reports

11.4 Other matters raised by members

Some other items raised as concerns by Members include:

1. Consider a generator for the fuel outlet for times of power outage,
2. Discuss Evac Centre with the Department of Communities for generators and general assistance
3. Consider satellite services for phone connection during a power outage.
4. Consider Defensive Structural Fire Training for local Bush Fire Brigades.

12 Closure

The next Local Emergency Management Committee meeting date will be determined.

There being no further business the Chairperson declared the meeting closed at 4.06pm.